

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING**

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, March 10, 2015 at 7:30 p.m.

AGENDA

WORKSHOP (7:15 – 7:30 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

Consent Agenda

Approval of March 2015 Vouchers in the amount of **\$65,036.32** and approval of Minutes from the Special Meeting of December 2 and the Regular Meeting of December 9, 2014.

PUBLIC COMMENT – Items not on Agenda: Please limit comments to 5 minutes

APPLICATIONS FOR FUNDS

Updates to the Application for Funds Process

2015 Applications:

Island Shakespeare Festival – Advertising/Promotion of Festival
South Whidbey Assembly of God – Portable Toilets for Celebrate America & Fireworks
Greater Freeland Chamber of Commerce – Tourism Brochures
Clinton Chamber of Commerce – Clinton Thursday Market
Clinton Progressive Association – Mayfest Promotion
Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities
Whidbey Island Conservation District – Advertising/Promotion of Whidbey Island Farm Tour

Resolution No. 15-01 Establishing Agreements for Port Grant Funding

FINANCIAL UPDATE

January 2015 Financial Statement and Executive Director Report

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report
Memo of Understanding with Island County, South Whidbey Parks & Rec District & City of Langley
Rural County Economic Development Funds (RCEDF) Grant
Operations & Maintenance Permitting

Island County Fairgrounds

South Whidbey Harbor

Phase 1 Project

- Outside Mooring

Harbor Operations

- Harbormaster Report

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Cell Tower Project

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

Halloran: Marine Resources Committee (MRC) and City of Langley Council Meetings

Ng: Economic Development Council (EDC)

OLD BUSINESS

Mukilteo Parking

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 10, 2015

Langley, Washington

Commissioners Present: Curt Gordon (Clinton), Ed Halloran (Langley) and Jack Ng (Freeland)

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster) and Wayne Nance (Maintenance & Operations Supervisor)

MEETING CALL TO ORDER: Following a Workshop from 7:15 p.m. to 7:30 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, March 10, 2015, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, Washington. Commissioner Curt Gordon (President) called the Regular Meeting to order at 7:32 p.m., followed by the Pledge of Allegiance.

CONSENT AGENDA

Approval of Current Vouchers: Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

Approval of Minutes: Minutes from the Special Meeting of December 2 and the Regular Meeting of December 9, 2014.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2015 as signed today in the amount of \$65,036.32. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda:

Eric Levine spoke on behalf of Citizens In Support of A Langley Funicular and handed out some brochures from the group.

Mel Trenor of Island Beach Access provided an update to the group's activities related to the Port's approved funding of \$5,000 for signage and increased awareness of public access to beaches. He reported some progress with the new Frank Robinson Park at Mutiny Bay – it has been surveyed and the County has provided road signs with directions on how to get there. Discussions are ongoing regarding the sign for the Park, with IBA, Whidbey Watershed Stewards and South Whidbey Garden Tour all wanting to provide input to the County on the design.

The County completed its survey at Shore Meadow Road, and IBA's request for public access signage there is also in process at the County. IBA hopes to put up signage on Limpet Lane, but the title is cloudy according to the County. However, the Department of Natural Resources has recently come out with new data on the ownership of tidelands there so IBA is still working on it.

Trenor reported that Island County was recently awarded \$90,000 to be allocated to improving public awareness of public beach access. The County will hire someone to look at the various public beach access points, order surveys and studies as needed, and research the feasibility of parking, how the neighborhood is affected, etc.

APPLICATIONS FOR FUNDS

Updates to the Application for Funds Process: As discussed at previous Port meetings, the Commission agreed to the following changes to the process:

- Applications for Funds will be considered only once per year at the regular March meeting, rather than twice per year at the March and September regular meetings
- The Port's logo should be included on printed materials and websites for sponsored groups/events
- Successful applicants should submit for reimbursements prior to the regular December meeting (in the same year the grant is awarded)

2015 Applications: The Commission reiterated that it is very helpful for groups to quantify results by including data from previous years regarding visitors/attendees, economic impact on community, letters of support, etc. in their application and encouraged all the applicants to begin collecting that information if they haven't done so.

Island Shakespeare Festival – Advertising/Promotion of Festival: Donna Hood, Rene Neff and Peggy Juve were on hand to present the \$5,000 request to promote the event. This year there will be 3 shows, which will help encourage visitors to stay 2 nights in order to see them all. The Festival runs Thursdays-Sundays from July 17 through September 23rd. Juve noted that the Port of South Whidbey has been on the Festival's website for the past two seasons. She said they would be sure to add the Port's sponsorship to their program as well.

South Whidbey Assembly of God – Portable Toilets for Celebrate America & Fireworks: Matt Chambers presented the \$1,010 request to pay for portable toilets at the July 3rd event in Freeland Park.

Greater Freeland Chamber of Commerce – Tourism Brochures: Leanne Finlay was on hand to present the Chamber's \$5,000 request for printing and distribution of the popular brochures which include maps. She said they would be sure to add the Port's logo to the 2015 brochures.

Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities (Open Studio Tour, Whidbey Island Music Festival, Whidbey Art Trail and Island Consort): The Council's \$2,500 request was presented by Gordy Edberg and Don Wodjenski. Edberg said they could encourage artists to include the Port logo on their printed materials and gather info such as zip codes of visitors.

Clinton Progressive Association – Mayfest Promotion: Dale Christensen presented the Association's \$800 request for promoting the May 30th event.

Clinton Chamber of Commerce – Clinton Thursday Market: The Chamber's \$3,200 request was presented by Carol Flax and Sherryl Christie. The Market will be open 3:30-7:00 p.m. for the nine Thursdays in July and August at the Clinton Community Hall. Ng said the Market is great, but over 50% of the Market's budget is grant money and they should figure out independent ways to fund the operating expenses.

Whidbey Island Conservation District – Advertising/Promotion of Whidbey Island Farm Tour: Hal Schlomann on hand to present the \$1,000 request to promote the annual Farm Tour on September 12-13, 2015. The District is contemplating a year-round event model. The 2014 Tour had an estimated 4,400 visits over two days, with 48% of those from off-island. The Commission commended the District for collecting data and including that information from last year's Tour in the application.

Halloran noted that since receiving the Port's grant in 2014, Island Beach Access has provided regular updates to the Port on its grant-funded activities. He would like to request the Clinton Chamber of Commerce also provide regular updates. Ng agreed, adding that all the applicants are doing well bringing in tourists and promoting Island businesses.

ACTION: A Motion was made by Halloran and seconded by Ng to approve all of the above requests (totaling \$18,510) submitted and allocated as follows:

- Island Shakespeare Festival: Advertising/Promotion \$5,000
- South Whidbey Assembly of God: Portable Toilets for July 3rd \$1,010
- Greater Freeland Chamber of Commerce: Tourist Brochures \$5,000
- Whidbey Island Arts Council: Advertising/Promotion \$2,500
- Clinton Progressive Association: Mayfest Advertising/Promotion \$800
- Clinton Chamber of Commerce: Clinton Thursday Market \$3,200
- Whidbey Island Arts Council: Farm Tour Advertising/Promotion \$1,000

The Motion passed unanimously.

Resolution No. 15-01 Establishing Agreements for Port Grant Funding

ACTION: A Motion was made by Ng and seconded by Halloran to approve Resolution No. 15-01, Establishing Agreements for Port Grant Funding In Support of Economic Development with Island Shakespeare Festival, South Whidbey Assembly of God (Celebrate America), Greater Freeland Chamber of Commerce, Whidbey Island Arts Council, Clinton Progressive Association, Clinton Chamber of Commerce, and Whidbey Island Conservation District, The Motion passed unanimously.

FINANCIAL UPDATE

January 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the January 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$36,000 in tax, operating and grant revenue and incurred \$56,000 in operating and capital expenses during January 2015. Ending cash balance at 1/31/15 was \$409,000. She provided an updated projected cash flow for 2015 and hopes to create a new chart for the 2016 cash flow projections next month.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report: Wayne Nance reported on maintenance & repairs completed/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point and Possession Park. He plans to have the floats launched at Possession Park on April 19th and at Bush Point on April 21st.

[Agenda Re-ordered]

Island County Fairgrounds: Nance and Mozer received helpful information regarding the Fairgrounds facilities when they met with the County's Facilities Director. Castle Plumbing does the winterization of the Fairgrounds and Nance will be on hand when the facilities are de-winterized so he can learn where all the emergency shut-off valves are located. He has left messages for the former maintenance person at the Fairgrounds in the hopes of walking through the property with him and gathering as much information as possible about the facilities.

Halloran suggested it would be very helpful for the Port Commissioners to accompany them on the walk-through to get a better understanding of the property and any issues. The Commission agreed. Virginia Keck asked if it would be worthwhile if she gathered a list from other Fair Superintendents of items that might be a problem in their particular areas of the Fair. The Commission agreed it would be helpful to receive such information from all tenants of the Fairgrounds, but Gordon added that he didn't think Island County had signed the InterLocal Agreement (ILA) for the Rural County Economic Development Funds (RCEDF) Grant or the One-Year Property Management Lease Agreement. Gwendy Hastings interjected that the County Commissioners had actually signed both Agreements with unanimous approval during their meeting that morning.

Mozer added that she and Gordon will go on a walk-through at the Fairgrounds tomorrow to figure out what vendors are there, who rents what and when, etc. Now that the documents have been signed, she wants to really focus on structuring what the staffing will look like and get some help as soon as possible. Then the first step will be to have an overall understanding of all the tenants (with the Fair Association as the preferred tenant) and then start meeting with all current and prospective tenants.

Port Operations (Continued)

Memo of Understanding (MOU) with Island County, South Whidbey Parks & Rec District & City of Langley: All but Island County has signed the MOU; it will be on the meeting agenda for March 17th.

Operations & Maintenance Permitting: The Request for Proposal was sent on March 4th, and Mozer reported four firms are interested in the scope of work. In response to questions from interested firms, she sent out an addendum with additional information (mostly permitting documentation from the previous submittal). Bids will be opened at 10:00 a.m. on March 20th at the Port office.

South Whidbey Harbor

Phase 1 Project

- Outside Mooring: Collins Engineers previously submitted their 100% design for the outside mooring, and Mozer emailed the Commission the 147-page Basis of Design. Collins also provided Cost Estimates for outfitting one, two or three places on D and E Docks with outside mooring: Estimate for one is \$34,000; Estimate for two is \$56,000 and Estimate for all three is \$78,000. The Port was awarded \$130,000 in RCEDF grant money for the project, including design, construction, survey/inspection and breakwater adjustment. Mozer explained that Collins Engineers' total cost for the design and survey is at about \$9,000 over budget for those two activities. Gordon estimated that if the Port chooses to construct three outside mooring places, the Port will need pay an additional \$30,000-\$40,000 out of pocket.

Gordon asked how much more it will cost to get to bid documents, but Mozer said that information has not been provided yet. He asked Mozer and Harbormaster Duncan McPhee when they wanted the construction to take place. McPhee said they haven't discussed it yet. Gordon recommended the Commission and Port Staff (Mozer and McPhee) should review the options for 1, 2 or 3 outside mooring locations. He suggested Staff should not consider the costs; leave the money up to the Commission. After review, Staff should provide the Commission with a recommendation for one of the options and give the Commission a timeline for the project. The next step is preparation of bid documents and going out to bid, so it's important to know the desired timing.

Mozer said the Port has not received a response from Phase 1 contractor Mike Carlson Enterprises (MCE) regarding the anchor line issues. If there is no response and/or no decision on how to move forward with MCE on the warranty issue by the end of May, she recommends the Port (with the Port Attorney's consent) perform the needed repairs and adjustments to the anchor lines and bill MCE for the warranty work. Gordon encouraged Mozer to ask Reid Middleton if they will work (supervise/inspect) pro bono during the repair project.

- Harbormaster Report: Duncan McPhee was on hand to present his monthly report. The Mystic Sea arrived at the Harbor March 1st and will conduct whale watch trips through mid-May. Clipper Vacations originally planned five two-hour stops at the Harbor in March and April but the two March visits have been cancelled due to mechanical issues. Langley Mayor Fred McCarthy said the City will pay for providing transportation between the Harbor and downtown Langley to supplement Langley Main Street Association's 6-passenger electric golf cart/shuttle during the Clipper's visits in April. McPhee plans to post an ad for summer help soon.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: In response to Mozer’s request for an updated budget projection for the contract the Port signed (with the assumption that a construction grant would help cover any cost overruns), Coast & Harbor Engineering provided a draft Final Design Approach proposal. CHE has spent \$60,450 to date on the project, with a budget of \$99,000. The Final Design Approach proposal includes a revised Task 6 and a new Task 7, and the total cost is \$58,256. The proposal excluded the bidding package preparation assistance that was included in the original contract and provided a cost estimate for refurbishing the floats, which Mozer thought would be a cost savings since they didn’t have to design new floats. Gordon volunteered to work on the issue with Mozer, get additional information regarding the timing for the current planning grant, etc. and come up with some strategies/solutions. They will then come back and talk about it with the rest of the Commission before meeting with CHE for the purpose of negotiating.

Cell Tower Project: Mozer received the survey from TMI. Nance will follow up and find out if it is final or if the existing compost piles that were found should be included on it. Regarding the AT&T/Cingular lease, on February 26th Mozer sent a letter to the company along with a \$13,200 invoice for “Security for Rent.” She has not received a response yet.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

COG: No meeting held in February.

RTPO-TAC: Gordon plans to attend the meeting tomorrow; the first one held in three months.

WPPA: The Spring Meeting will be in Spokane May 13-15; Gordon will attend. Halloran and Ng will consider attending as well.

CCC: Gordon said the group continues working with Washington State Department of Transportation and Washington State Ferries on the “kiss and ride” area and other traffic-related issues. The Food Shed has been moved to the back burner. He looks forward to getting started on and getting the results from the Port’s Marketing Plan for Clinton (paid for with RCEDF grant).

Halloran: Marine Resources Committee (MRC) and City of Langley Council Meetings

MRC: Halloran was unable to attend, so Gordon took his place at the recent meeting. Halloran said the next meeting will include volunteer training for all the new members and sorting/prioritizing projects for MRC volunteers to participate in.

Langley: The City hired Michael Davolio as Director of Community Planning; he is also a trained and certified ethics trainer. Halloran hopes to attend the City’s upcoming Economic Development Workshop.

Ng: Economic Development Council (EDC): Ng plans to attend the Annual Luncheon on March 24th. Governor Jay Inslee will be the guest speaker.

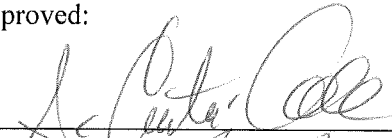
OLD BUSINESS

Mukilteo Parking: Island County decided to contribute \$2,500 for the parking study. Gordon hopes to meet with Mukilteo’s Planning Director and/or Mayor soon and then meet with the Port of Everett’s Executive Director.

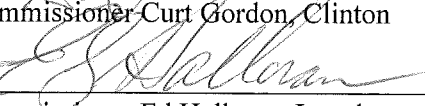
NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 10:27 p.m.

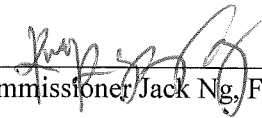
Approved:



Commissioner Curt Gordon, Clinton

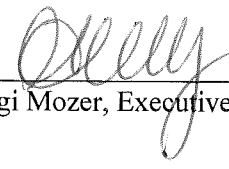


Commissioner Ed Halloran, Langley



Commissioner Jack Ng, Freeland

Minutes reviewed by:



Angi Mozer, Executive Director

Public Disclosure Statement: The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 101, Freeland WA 98249.